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People come First!

Exciting Opportunity at the California Department of Social Services…

CDSS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Senior Information Systems Analyst (Specialist)
Salary Range $ 5571 - $ 7109
Full Time - Permanent

EMPLOYMENT OPPORTUNITY

Are you looking for an opportunity to try something different? The CDSS internet Solutions bureau is seeking a highly motivated and qualified individual to join our team. The successful candidate will design, develop, test, and implement the enterprise project portfolio management tool (Clarity) and distribute critical project information to executive staff via SharePoint Dashboards and reports. The incumbent is a technical expert in application development, advanced database management principals and techniques. Knowledge of Internet technology, Web-based applications and SQL server 2005 required, Knowledge of SharePoint 2007 and web parts desirable. The selected individual will join a team who are committed to staff development and will provide technical training and skills development assignments to help you grow and excel.

This position is pending budget approval and is subject to finger-printing and criminal record clearance by the Department of Justice (DOJ).

Who Should Apply: State employees with current status in the classification, persons with list eligibility in a reachable rank, with interest in a lateral transfer from an equivalent class, or reinstatement. All interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified. Clearly indicate the basis of eligibility in line item number 12 (Explanation) of the STD 678 (Revised 12/01).

Final File Date: **Until Filled**

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Michael Clark
(916) 324-2016

CONCEPT OF POSITION:

Under the general direction of the Bureau Chief, the Senior Information Systems Analyst (Specialist) will perform complex data warehousing, maintenance and development activities related to the administration of the Clarity product (project portfolio management tool), maintain the server infrastructure that supports the product, and provide complex dashboard integration to SharePoint 2007, to facilitate real time business intelligence of project progress required by federal oversight partners.

RESPONSIBILITIES OF POSITION:

30% Participate in maintenance and development of Clarity:
• Manage the implementation of the automated tool & portfolio management system;
• Work with the vendor during the implementation life cycle and ongoing maintenance and operations support;
• Develop functional definitions required for the configuration of the automated tool;
• Develop and maintain Organizational Breakdown Structure (OBS) to define the roles for resources assigned to project teams and the functions they will perform using the automated tool;
• Define access rights based on user roles and determine how rights will be enforced and managed;
• Participate in the application installation process;
• Work with vendor and/or external consultants to configure the system so that it meets the functional requirements;
• Test system configurations and access rights and make modifications as needed; and,
• Make configuration changes as project management processes are developed and implemented;

20% Responsible for system operation and maintenance coordination:
• Work with the technical team to ensure the system is properly maintained, i.e., data is backed up and patches/updates are installed; and,
• Administer user accounts and manage access rights.

20% Oversee and maintain data integration and Business Intelligence (BI) display tools:
• Determine how financial information will be captured and maintained within the application;
• Oversee the most complex data conversion from existing systems to Clarity;
• Responsible for Infrastructure maintenance and troubleshooting most complex platforms; and,
• Maintain database integrity and availability of information through SharePoint 2007 BI integration.

15% Perform Documentation and training processes:
• Coordinate technical training for core Infrastructure Support Team; Programming and troubleshooting using Oracle Tool for Application Developers (TOAD), PL/SQL, XML web services, SOAP, Gel Scripts;
• Document complex data dictionaries, data stream integration and transformation;
• Document server platform and software package configuration;
• Develop end-user training materials based on configured system and internal policies and procedures; and,
• Other documentation as required to facilitate system maintenance.

10% Participate in meetings and report progress and issues to management:
• Prepare reports and presentations for management and user groups to introduce the application and new functionality.

5% Performs other related work

SUPERVISION RECEIVED:

The Sr. ISA receives general instruction from the Bureau Chief.

ADMINISTRATIVE RESPONSIBILITY:

None.

PERSONAL CONTACTS:

The Sr ISA has contact with managers and staff within ISD, CDSS, other state, federal, county staff and vendor management and technical staff.

ACTIONS AND CONSEQUENCES:
The Sr ISA exercises judgment regarding the planning and development of all aspects of Clarity and the platform it runs on. Errors in data integration or delays in report design will lead to errors in reporting data to the federal partners and can lead to the loss of funding for development of the departments critical IT service systems

OTHER INFORMATION:

Job requires operating a computer terminal approximately 80% of the time. It also requires interpersonal skills and very good written and verbal communication skills. This position is subject to fingerprinting and criminal record clearance by the Department of Justice (DOJ).